

Town of Hudson

IEBC Level 3 Alterations – Change of Use Plan Review Checklist

Integrated with 780 CMR 10th Edition, Chapter 34 (Existing Building Code)

Project Address: _____

Permit No.: _____

Occupancy Classification: _____

Construction Type: _____

Work Area (% of Floor Area): _____

- Approved as Submitted Approved as Noted Resubmit with Requested Information Permit Application Denied
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1. §701 – Scope and Applicability (IEBC / 780 CMR 34.00)

- Work classified correctly as **Level 2 Alteration**
 Alteration includes reconfiguration of space, doors/windows, or system extensions
 Alterations conform to **IEBC Chapter 7** as amended by **780 CMR 34.00**
 Alteration does not reduce the existing level of safety
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2. §701.2–§701.4 Compliance and New Construction Elements

- Alterations conform to provisions of **IEBC Chapter 7**
 New construction elements comply with **780 CMR 1.00 / IBC**
 Special uses and occupancies comply with **IBC Chapter 4**
 Mixed occupancies reviewed in accordance with **IBC §302**
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3. §703 – Building Elements, Materials, and Investigation

- Existing conditions investigated as required by **780 CMR 34.00 §104.2.1**
 Evaluation addresses impact of work on: - Structural systems
- Means of egress
- Fire protection systems
- Energy conservation

- Lighting
 - Hazardous materials
 - Accessibility
 - Ventilation Required fire-resistance-rated assemblies maintained
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4. §704 – Fire Protection Systems

- Alteration does not reduce level of fire protection
 - Automatic sprinkler systems provided where required by scope, statute, or trigger
 - Standpipes maintained or upgraded where required
 - Fire alarm and detection systems provided where required
 - Smoke alarms provided per **780 CMR 34.00 §307 & 527 CMR 1.00**
 - Carbon monoxide detection provided where required
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5. §705 – Means of Egress

- Minimum number of exits compliant
 - Egress capacity not reduced
 - Required egress width maintained
 - Exit arrangement acceptable
 - Travel distance compliant with IBC
 - Dead-end corridors within allowable limits
 - Exit signage provided where required
 - Emergency lighting provided where required
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6. §706 – Accessibility (Massachusetts Override – 521 CMR)

- Altered elements comply with **521 CMR** new construction provisions
- Accessible route provided to altered primary function areas
- Accessible entrance provided where required
- Toilet rooms serving altered areas upgraded
- Vertical access reviewed and provided where required
- Cost threshold reviewed: - < \$30,000 – altered work only
- \$30,000–\$99,999 – path of travel required
- ≥ \$100,000 – full building compliance Disproportionality (20% rule) applied where applicable
- Exemptions documented and approved where claimed

7. §707 – Structural

- Alterations do not reduce structural strength or stability
 - New structural members comply with IBC
 - Existing gravity load-carrying elements evaluated for increased loads
 - Masonry wall, parapet, and partition anchorage reviewed where triggered
 - Seismic and wind provisions applied where applicable
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8. §708–§805 – Energy, MEP, and Fire Protection Systems

- Energy conservation compliance per **IECC (MA amendments)**
 - Mechanical systems reviewed for capacity and ventilation
 - Plumbing fixture counts reviewed for altered spaces
 - Electrical systems reviewed for capacity and life-safety requirements
 - Emergency power and fire alarm circuits reviewed
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9. Compliance Alternatives (780 CMR 34.00 §104.12)

- Compliance alternatives proposed (if applicable)
 - Alternatives documented and justified
 - Fire Official consulted where required
 - Alternatives approved by Building Official
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10. §601–§1001 – Change of Occupancy (IEBC Chapter 6 & 10)

- Proposed work includes a change of occupancy
 - Existing occupancy classification verified
 - Proposed occupancy classification verified
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11. §1001–§1003 – Hazard Category Evaluation

- Hazard category comparison performed
 - Increase in hazard classification identified
 - Height and area compliance verified
 - Allowable area compliance verified
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12. §1004 – Means of Egress

- Egress requirements reviewed for new occupancy
 - Exit number and capacity compliant
 - Travel distance compliant
 - Door hardware compliant
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13. §1005 – Fire Protection

- Sprinkler requirements reviewed based on new occupancy
 - Fire alarm system reviewed
 - Fire-resistance ratings upgraded where required
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14. §1006 – Structural

- Structural loads evaluated for new occupancy
 - Live load increase reviewed
 - Seismic triggers evaluated
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15. §1007 – Accessibility (Massachusetts)

- 521 CMR compliance reviewed
 - Path of travel reviewed
 - Vertical access evaluated
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16. 780 CMR Chapter 34 Review

- Change of occupancy triggers evaluated under MA amendments
- Compliance alternatives reviewed if proposed